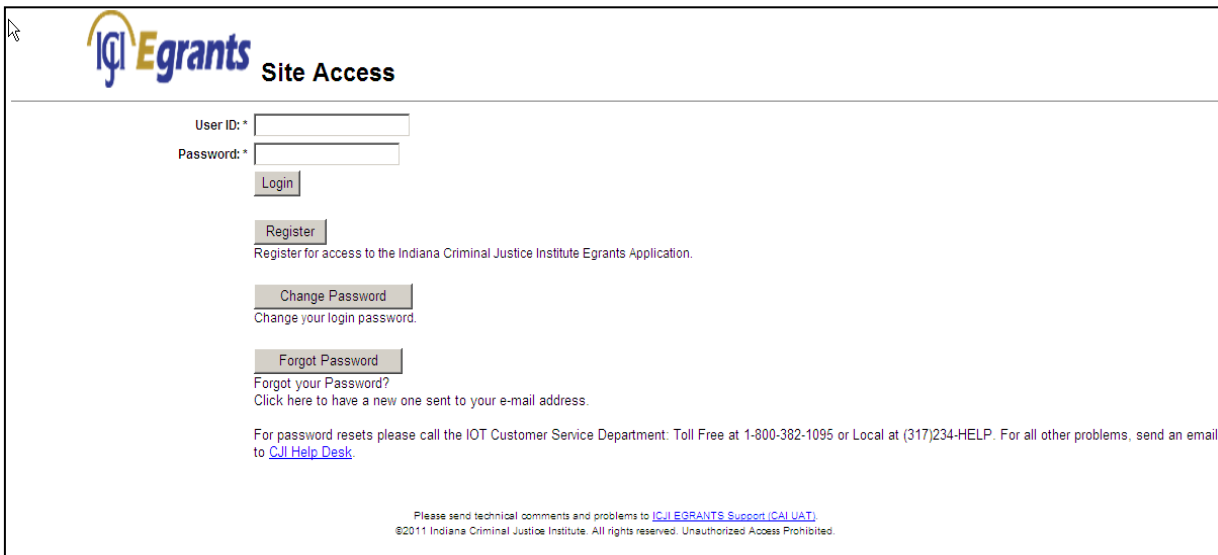


ICJI Egrants Award Letter Generation Quick Start Guide

This Quick Start Guide explains the process around the generation of Award Letters. Award Letters are generated within four weeks following the award of grants at quarterly Commission meetings.

Enter your User ID and Password and click on the Login button.



The screenshot shows the 'ICJI Egrants Site Access' login page. At the top left is the ICJI Egrants logo. Below it, the text 'Site Access' is displayed. The login form includes two input fields: 'User ID: *' and 'Password: *'. Below these fields are four buttons: 'Login', 'Register', 'Change Password', and 'Forgot Password'. The 'Register' button is accompanied by the text 'Register for access to the Indiana Criminal Justice Institute Egrants Application.' The 'Change Password' button is accompanied by the text 'Change your login password.' The 'Forgot Password' button is accompanied by the text 'Forgot your Password? Click here to have a new one sent to your e-mail address.' At the bottom of the page, there is a footer with the text: 'Please send technical comments and problems to [ICJI EGRANTS Support \(CAI UAT\)](#). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.'

The following screen appears. Select the Project Management tab.

System will time out at: 07:51:07 AM. Remaining time: 19:52

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

Egrants

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The Project Management Search screen appears. Enter the Grant ID number and click on the Search button.

System will time out at: 07:53:00 AM. Remaining time: 19:54

Back Button will not take you back pages, instead use the application menus and controls.

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Search [Commission Updates Admin Contracts Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Recipient / Allocation Agency:

Applicant Agency:

Project Program Area:

Funding Area:

Funding Announcement:

Title / Description:

Keywords:

Fiscal Contact:

Program Contact:

Commission Meeting Date:

County:

Status:

Auto Quick Link:

Grant Id	Applicant Agency	Title	Receipt Date	County	Status	Quick Links
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Click on the hyperlink at the bottom of the screen to open up the grant. Alternatively, you can get to the application by clicking on the “asterisk” Quick Link.

The Main Summary screen appears. Click on the link to the Application.

The following screen appears. Click on the Create Award Letter button at the bottom of the screen.

Indiana
Criminal Justice Institute

System will time out at: 08:21:55 AM
 Remaining time: 19:35

Back Button will not take you back pages, instead use the application menus and controls.

? Logoff

User Management | Funding Announcement | **Project Management** | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Project | **Application** | Monitoring | Fiscal Details | Audits | Contact Log | Search | Commission Updates

Summary | Staff Analysis | Budget Sections | Review/Scoring | Performance Indicators | Issues/Comments | Recipient Agency Budget Approval Checklists

Grant ID: 1004
 Applicant Agency: YWCA of Greater Indianapolis

Project Title: Bullying Prevention
 Original Award Amount: \$6,100.00

Status: Open - Awarded
 Adjusted Award Amount: \$6,100.00

MAIN SUMMARY

Section Point Value: 0
 Completion Status: In Process
 Fund Announcement: [Safe Haven \(2011\)](#)
 SubGrant ID: 2011-VF-01
 Applicant Agency: [YWCA of Greater Indianapolis](#)
 FID #: 23-1370514
 Recipient Agency: [YWCA of Greater Indianapolis](#)
 Project Director: [Mr Sam Smith](#)
 Financial Officer: [Brother Al Church](#)
 Primary Contact: [Miss Ann Helper](#)
[Additional Contacts \(0-Grantee, 0-ICJI\)](#)
 Project Program Area: Traffic Safety
 Program Staff Contact: * Ms. Stephanie Edwards
 Fiscal Contact: * Ms. Stephanie Edwards

Created By: Mr Sam Smith
 Last Update By: Ms. Stephanie Edwards
 Created Date: 9/28/2011 9:01:38 AM
 Last Update Date: 9/29/2011 10:27:29 AM

Status: Open - Awarded
 Open Conditions: [Yes](#)

Change Applicant
Change Recipient
Change Project Director
Change Financial Officer
Change Primary Contact

Award Letter Document: [AwardLetter_2011-09-29_102659.pdf](#)
 Award Letter Date: 9/28/2011
 Award Letter Received Date: 9/29/2011

Listing of Signatories

Add New Signatory

Name	Title

Application Invitation Date:
 Application Received Date: 9/28/2011
 Advisory Committee Meeting Date:
 Commission Meeting Date: 9/28/2011
 Start Date: 11/1/2011
 Signature Paper Received Date:
 Returned Date: 9/28/2011

Continuation Invitation Date:
 Application Award Date: 9/28/2011
 Application Award Amount: 6,100.00
 Notification of Award Date: 9/28/2011
 End Date: 10/31/2012
 Resubmitted Date: 9/28/2011

Short Project Title: * Bullying Prevention
 Brief Project Description: * Provide bullying prevention education through the Olweus system throughout the school day.
 (maximum 320 characters)

School District
 Adams Central Comm. Add School District

School District	Action

Senate District
 001 Add Senate District

Senate District	Action

Keywords
 Involuntary Outpatient Commitment Add Keyword

Keyword	Action
Evidence-Based	Delete

State House District
 001 Add State House District

State House District	Action

View Contract Save Delete Cancel
Create Transmittal Letter


Please send technical comments and problems to [ICJI EGRANTS Support \(ICJI UAT\)](#)
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Clicking on this image link will open the Award Letter in a new window.

Clicking on this image link allows you to edit an existing Award Letter.

Clicking on this image will delete the Award Letter. A message appears confirming that you want to delete the letter. You will also be reminded to click on Save to permanently delete the letter.


The Award Letter Request screen appears. Click on the appropriate button to the right of the Select Addressee field using the name provided by Fiscal staff. (For counties you will click on Choose Applicant Agency, for non-profit, private agencies, you will select the signatory from a table of names provided above the Choose Applicant Agency button.)



Indiana Criminal Justice Institute 

System will time out at: 08:44:35 AM
 Remaining time: 19:14

Back Button will not take you back pages, instead use the application menus and controls.

 **Logoff**

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[Review/Scoring](#)
[Performance Indicators](#)
[Issues/Comments](#)
[Recipient Agency](#)
[Budget Approval](#)
[Checklists](#)

Grant ID: 1004
Applicant Agency: YWCA of Greater Indianapolis

Project Title: Bullying Prevention
Original Award Amount: \$6,100.00

Status: Open - Awarded
Adjusted Award Amount: \$6,100.00

AWARD LETTER REQUEST

Select Addressee: Choose Applicant Agency

Award Letter Date: * 9/28/2011

Prefix of Addressee:

Name of Addressee:

Title of Addressee:

Agency: YWCA of Greater Indianapolis

Floor/Suite/Building:

Street Address: 1101 Market Street

P.O. Box:

City, State, ZIP Code: * Indianapolis Indiana 43204-2233

County, Country: * Marion UNITED STATES

Letter Salutation: * Dear: YWCA of Greater Indianapolis

Short Project Title: * Bullying Prevention

Internal CC's:

Masterfile

Ms. Stephanie Edwards - Fiscal Contact Add

Ms. Stephanie Edwards - Program Staff Contact Add

Select and Add a User Add

Name

External CC's:

Brother Al Church - Financial Officer
Miss Ann Helper - Contact
Mr Sam Smith - Project Director

Add Additional CC's

Name

List of Initials: *
(Select from list or enter manually)

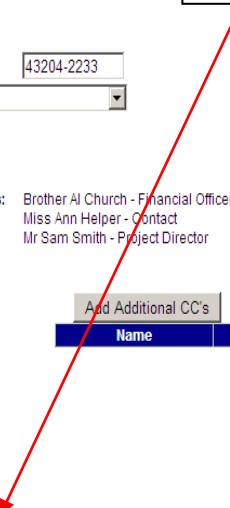
se

One Time Funded Grant: * ☒ Yes ☐ No


Generate and View Award Letter
Delete
Cancel

Please send technical comments and problems to [ICJI EGRANTS Support \(CAJ UAT\)](#).
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Note: A Delete button has been added to the screen. Use it to delete the existing letter.



Once you select the addressee, some of the required fields are populated with data. (See screen shot on next page.)



Egrants



Indiana Criminal Justice Institute

System will time out at: 08:44:35 AM.
Remaining time: 19:14

Back Button will not take you back pages, instead use the application menus and controls.

? [Logoff](#)

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[Summary](#) | [Staff Analysis](#) | [Budget Sections](#) | [Review/Scoring](#) | [Performance Indicators](#) | [Issues/Comments](#) | [Recipient Agency Budget Approval Checklists](#)

Grant ID: 1004

Applicant Agency: YWCA of Greater Indianapolis

Project Title: Bullying Prevention

Original Award Amount: \$6,100.00

Status: Open - Awarded

Adjusted Award Amount: \$6,100.00

AWARD LETTER REQUEST

Select Addressee: Choose Applicant Agency

Award Letter Date: * 9/28/2011

Prefix of Addressee:

Name of Addressee:

Title of Addressee:

Agency: YWCA of Greater Indianapolis

Floor/Suite/Building:

Street Address: 1101 Market Street

P.O. Box:

City, State, ZIP Code: * Indianapolis Indiana 43204-2233

County, Country: * Marion UNITED STATES

Letter Salutation: * Dear: YWCA of Greater Indianapolis

Short Project Title: * Bullying Prevention

Internal CC's: Masterfile

Ms. Stephanie Edwards - Fiscal Contact Add

Ms. Stephanie Edwards - Program Staff Contact Add

Select and Add a User Add

Name

External CC's: Brother Al Church - Financial Officer

Miss Ann Helper - Contact

Mr Sam Smith - Project Director

Add Additional CC's

Name

Review and edit the populated fields to reflect ICJI's data standards. (For any changes made, select the Contacts tab and update the information to reflect your changes, thus eliminating/reducing the need to continually edit in the future.)

Enter the Award Letter Date. To provide time for review by various staff members, select a date that is five "business" days from today.

List the Initials of the staff in the reverse order in which they will review the Award Letter. (Begin with the Director of the Office of Financial Management and Administration and end with the Fiscal Staff contact.)

List of Initials: *
(Select from list or enter manually)

se

One Time Funded Grant: * ☒ Yes ☐ No

Generate and View Award Letter
Delete
Cancel

Please send technical comments and problems to [ICJI EGRANTS Support \(CAI UAT\)](#)

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Select Yes or No for One Time Funded Grant.

Click on the Generate and View Award Letter button at the bottom of the screen. Scroll down through each page of the document and make sure everything is okay.

September 28, 2011

YWCA of Greater Indianapolis
1101 Market Street
Indianapolis, Indiana 43204-2233

Dear YWCA of Greater Indianapolis:

I am pleased to inform you that the Indiana Criminal Justice Institute approved your application for federal Victims Of Crime Act funds. Your award is as follows with special condition(s) listed at the end of this letter:

Subgrant Number:	2011-VF-01-1004 (Use on all correspondence)
Project Title:	"Bullying Prevention"
Project Period:	11/1/2011 - 8/31/2012
Award:	Federal Funds: 2011-VF: \$6,100.00 CFDA No: 16.575 Federal Award No.: 2011-VA-GX-0082

This is one time funding.

Implementation of the project must commence within 60 days of the effective start date or written notification should be given to the Institute stating reasons for failure to begin on the anticipated start date. Projects not operational within 90 days require an additional written statement explaining the delay. Where warranted, the Institute may extend the implementation date further; however, it retains the right to cancel any project not implemented in 90 days rather than approve the extension.

This subgrant is hereby offered to you on the condition that you comply in administering your program, with all the representations contained in your application, as amended, including the Standard Subgrant Conditions that have been incorporated by reference and with the special condition(s) listed at the end of this letter. The current version of ICJI's Standard Subgrant Conditions (Revised December 2010) is available at www.in.gov/cji.

Your prompt attention to the condition(s) will ensure the timely release of subgrant funds, however, failure to satisfy the condition(s) may result in cancellation of this subgrant.

The reporting requirements for this subgrant may be found by navigating to the Reporting Requirements page under the Project tab in Egrants. Failure to follow the reporting requirements may cause an interruption in receipt of subgrant funds.

The award of this subgrant will become effective when an appropriate officer of your organization accepts it by signing and returning one copy of this letter to ICJI, Attention: Grants Management.

It is vital for project staff to review the Applicant's Manual to ensure that this program will be conducted in accordance with all guidelines. Questions regarding subgrant matters will be welcomed by our staff. If you have questions, please contact Ms. Stephanie Edwards at (317) 232-1233 or email sedwards@mail.com. They may also be reached toll-free at 1-800-382-1095. The Institute and its staff wish you success in conducting this project.

Sincerely yours,

CC: Brother Al Church
Miss Ann Helper
Mr Sam Smith

SPECIAL CONDITION(S)

This award is subject to compliance with the following condition(s), in addition to the applicable Standard Subgrant Conditions that have been incorporated by reference:

Must provide program report to include the number of classes the Counselor directly teaches.
Must include the Olweus survey in the program report section.

ACCEPTED ON BEHALF OF THE SUBGRANTEE:

(Name) (Title)

Subgrantee must sign and return the Award Letter.

ACCEPTED ON BEHALF OF ICJI:

(Name) (Title)

YWCA of Greater Indianapolis

3

September 28, 2011

Award Letter for Sub-Grant:
2011-VF-01-1004

se
CC: MasterFile